

DEPARTMENT OF GENERAL SERVICES
RECORDS MANAGEMENT DIVISION
RECORDS RETENTION AND DISPOSAL SCHEDULE

Schedule No.

971-24-1-A1

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Agency

Department of State Police

Division/Unit

Commercial Vehicle Enforcement Division

Item No	Description	Retention
	This schedule supersedes 971-24-1, items 1-24.	
2400	<p><u>2400 - Legislative File</u></p> <p>Identified by House/Senate Bill or House joint resolution numbers, prefaced by the year of the legislative session. Contains legislation, hearing notification, position papers, and miscellaneous correspondence regarding bills.</p>	Retain five years, then destroy.
2401	<p><u>2401 - Daily Activities Record</u></p> <p>Contains the daily record of arrests, warnings, and other activities by roving patrols and scalehouses. (MSP, CVED Form 24-1).</p>	Retain one year, then destroy.
2402	<p><u>2402 - Weight Records</u></p> <p>Contains copy of weight record by axle, issued to defendants for overweight violations. (MSP, CVED Form 24-2).</p>	Retain one year, then destroy.
2403	<p><u>2403 - Weight Calibration Charts</u></p> <p>These charts detail the accuracy/inaccuracy of portable wheel load weighers. (MSP, CVED 24-22)</p>	Original retained by Trooper for court. Copy retained for three years, then destroy.
2404	<p><u>2404 - Hazardous Material Miscellaneous</u></p> <p>Contains all types of printed material dealing with hazardous material.</p>	Retain two years from issue date, then destroy.

Approved by Department, Agency, or Division Representative.

Date

February 9, 1995

Signature

Carl Banaszewski / *[Signature]*

Type Name

Mr. Carl Banaszewski

Title

Director, Plan. & Research Div.

Schedule Authorized by State Archivist.

APR 19 1995

Date

Signature

[Signature]

DEPARTMENT OF GENERAL SERVICES
RECORDS MANAGEMENT DIVISION
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Item No	Description	Retention
2405-1	<u>2405-1 Foy Hill Scale Facility</u> Contains copies of all correspondence dealing with the operation of this installation.	Retain for two years, then destroy.
2405-2	<u>2405-2 Upper Marlboro Scale Facility</u> Contains copies of all correspondence dealing with the operation of this installation.	Retain for two years, then destroy.
2405-3	<u>2405-3 Salisbury Scale Facility</u> Contains copies of all correspondence dealing with the operation of this installation.	Retain for two years, then destroy.
2405-4	<u>2405-4 I-83 Weigh Station</u> Contains copies of all correspondence dealing with the operation of this installation.	Retain for two years, then destroy.
2405-5	<u>2405-5 Finzel Scale Facility</u> Contains copies of all correspondence dealing with the operation of this installation.	Retain for two years, then destroy.
2405-6	<u>2405-6 Hyattstown Scale Facility</u> Contains copies of all correspondence dealing with the operation of this installation.	Retain for two years, then destroy.
2405-7	<u>2405-7 Rt 1 Conowingo Scale Facility</u> Contains copies of all correspondence dealing with the operation of this installation.	Retain for two years, then destroy.
2405-8	<u>2405-8 I-95 Susquehanna Scale Facility</u> Contains copies of all correspondence dealing with the operation of this installation.	Retain for two years, then destroy.
2405-9	<u>2405-9 West Friendship Scale Facility</u> Contains copies of all correspondence dealing with the operation of this installation.	Retain for two years, then destroy.

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Item No	Description	Retention
2405-10	<u>2405-10 I95/495 Beltway Inspection Site</u> Contains copies of all correspondence dealing with the operation of this installation.	Retain for two years, then destroy.
2405-11	<u>2405-11 New Market Scale Facility</u> Contains copies of all correspondence dealing with the operation of this installation.	Retain for two years, then destroy.
2406	<u>2406 - Trucking Association News Letter</u> Contains monthly news letters from various trucking associations.	Retain one year, then destroy.
2407	<u>2407 - Proving Ring</u> Contains calibration reports and all correspondence dealing with the proving ring.	Retain three years, then destroy.
2408	<u>2408 - Preventive Maintenance Program</u> Contains records of all correspondence dealing with the operation of this program.	Retain five years or until no longer needed, then destroy.
2409	<u>2409 - MCSP Certification</u> Contains copies of certification records for all personnel who have received MCSP training and are active in program.	Retain until employee is no longer active in program. <i>THEN DESTROY.</i>
2410	<u>2410 - Commercial Vehicle Safety Alliance</u> Contains all records concerning the functions and meetings of this national alliance.	Retain five years or until no longer needed, then destroy.
2411	<u>2411 - MCSP Stats, Quarterly and Annual Reports</u> Contains all reports relating to MCSP enforcement volume.	Retain five years or until no longer needed, then destroy.
2412	<u>2412 - Driver Vehicle Inspection Reports</u> Contains copies of CVED Form 24-32 which is a record of each commercial driver/vehicle inspected.	Retain three years, then destroy.

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Item No	Description	Retention
2413	<u>2413 - Special Operations Section</u> Contains copies of all correspondence dealing with the operation of this Section.	Retain for two years, then destroy.
2414	<u>2414 - Post Crash Investigations</u> Contains copies of reports and all related information dealing with Post-Crash Investigations.	Record copy forwarded to CRD. Maintain non-record copy for five years, then destroy.

INSTRUCTIONS--TYPE OR PRINT A SEPARATE FORM FOR EACH NEW OR REVISED RECORD SERIES. FORWARD WITH RECORDS RETENTION SCHEDULE (DGS 550-1)		DEPARTMENT OF GENERAL SERVICES RECORDS MANAGEMENT DIVISION 7275 WATERLOO ROAD P.O. BOX 275 JESSUP, MARYLAND 20794		AGENCY RECORDS INVENTORY	
				PAGE <u>1</u> OF <u>2</u>	
1. DEPARTMENT/AGENCY Department of Maryland State Police		2. DIVISION Commercial Vehicle Enforcement Div.		3. UNIT	
DEFINITION-RECORD SERIES-A GROUP OF RELATED RECORDS NORMALLY FILED AND USED AS A UNIT FOR REFERENCE AS WELL AS RETENTION AND DISPOSITION PURPOSES					
4. RECORD SERIES TITLE <u>2413 - Special Operations Section</u>				5. EARLIEST YEAR/LATEST YEAR <u>7-1-94</u> TO <u>Present-1995</u>	
6. RECORD SERIES DESCRIPTION (BRIEFLY DESCRIBE THE TYPES OF INFORMATION/DOCUMENTS/FORMS FOUND IN THE SERIES. INCLUDE THE PURPOSE OR FUNCTION OF THE SERIES) <p style="text-align: center;">Contains copies of all correspondence dealing with the operation of this Section.</p>					
7. RECORD SERIES FORMAT(S) <input checked="" type="checkbox"/> LETTER SIZE <input type="checkbox"/> MICROFILM <input type="checkbox"/> LEGAL SIZE <input type="checkbox"/> COMPUTER TAPE <input type="checkbox"/> BOUND BOOK <input type="checkbox"/> FLOPPY DISK <input type="checkbox"/> AUDIO TAPE <input type="checkbox"/> VIDEO TAPE <input type="checkbox"/> OTHER(SPECIFY) _____		8. RECORD SERIES SEQUENCE <input type="checkbox"/> ALPHABETICAL <input type="checkbox"/> NUMERICAL <input checked="" type="checkbox"/> CHRONOLOGICAL <input type="checkbox"/> GEOGRAPHICAL <input type="checkbox"/> OTHER(SPECIFY) _____		9. VOLUME <input checked="" type="checkbox"/> FILE DRAWER(S) <input type="checkbox"/> MICROFILM REEL(S) <input type="checkbox"/> COMPUTER TAPE(S) <input type="checkbox"/> OTHER(SPECIFY) <u>1</u> NUMBER	
				10. ANNUAL ACCUMULATION <input checked="" type="checkbox"/> FILE DRAWER(S) <input type="checkbox"/> MICROFILM REEL(S) <input type="checkbox"/> COMPUTER TAPE(S) <input type="checkbox"/> OTHER(SPECIFY) <u>3</u> NUMBER	
11. FILE IS USED <input type="checkbox"/> DAILY <input checked="" type="checkbox"/> WEEKLY <input type="checkbox"/> MONTHLY			12. FILE BECOMES INACTIVE AFTER <u>2</u> MONTH(S) <input checked="" type="checkbox"/> YEAR(S) NUMBER		
13. CURRENT LOCATION(S) (BLDG., FLOOR, ROOM) 610 Taylor Avenue 3rd Floor Annapolis, MD Administrative Office			14. IS RECORD SERIES DUPLICATED ELSEWHERE? (IF YES, SPECIFY AGENCY OR OFFICE) <input type="checkbox"/> YES <input checked="" type="checkbox"/> NO		
15. ACCESS RESTRICTIONS <input type="checkbox"/> YES <input checked="" type="checkbox"/> NO (IF YES, CITE LAW(S) & REGULATION(S))			16. AUDIT REQUIREMENTS <input checked="" type="checkbox"/> NONE <input type="checkbox"/> STATE <input type="checkbox"/> FEDERAL <input type="checkbox"/> INDEPENDENT		
17. IS AN INDEX SYSTEM USED? (IF YES, EXPLAIN BRIEFLY AND DESCRIBE ANY HARDWARE/SOFTWARE) <input type="checkbox"/> YES <input checked="" type="checkbox"/> NO			18. RECOMMENDED RETENTION <p style="text-align: center;">Retain for two years, then destroy.</p>		
19. NAME AND TITLE OF PREPARER Thomas L. Vondersmith Dept. Records Manager		20. TELEPHONE NUMBER (410) 653-4253		21. DATE February 10, 1995	

INSTRUCTIONS --TYPE OR PRINT A SEPARATE FORM FOR EACH NEW OR REVISED RECORD SERIES. FORWARD WITH RECORDS RETENTION SCHEDULE (DGS 550-1)		DEPARTMENT OF GENERAL SERVICES RECORDS MANAGEMENT DIVISION 7275 WATERLOO ROAD P.O. BOX 275 JESSUP, MARYLAND 20794		AGENCY RECORDS INVENTORY PAGE <u>2</u> OF <u>2</u>	
1. DEPARTMENT/AGENCY Department of Maryland State Police		2. DIVISION Commercial Vehicle Enforcement Div.		3. UNIT	
DEFINITION-RECORD SERIES-A GROUP OF RELATED RECORDS NORMALLY FILED AND USED AS A UNIT FOR REFERENCE AS WELL AS RETENTION AND DISPOSITION PURPOSES					
4. RECORD SERIES TITLE <u>2414 - Post Crash Investigations</u>				5. EARLIEST YEAR/LATEST YEAR <u>7-1-94</u> TO <u>1995</u>	
6. RECORD SERIES DESCRIPTION (BRIEFLY DESCRIBE THE TYPES OF INFORMATION/DOCUMENTS/FORMS FOUND IN THE SERIES. INCLUDE THE PURPOSE OR FUNCTION OF THE SERIES) <div style="text-align: center; padding: 20px;"> Contains copies of reports and all related information dealing with Post-Crash Investigations. </div>					
7. RECORD SERIES FORMAT(S) <input checked="" type="checkbox"/> LETTER SIZE <input type="checkbox"/> MICROFILM <input type="checkbox"/> LEGAL SIZE <input type="checkbox"/> COMPUTER TAPE <input type="checkbox"/> BOUND BOOK <input type="checkbox"/> FLOPPY DISK <input type="checkbox"/> AUDIO TAPE <input type="checkbox"/> VIDEO TAPE <input type="checkbox"/> OTHER(SPECIFY) _____		8. RECORD SERIES SEQUENCE <input type="checkbox"/> ALPHABETICAL <input checked="" type="checkbox"/> NUMERICAL <input type="checkbox"/> CHRONOLOGICAL <input type="checkbox"/> GEOGRAPHICAL <input type="checkbox"/> OTHER(SPECIFY) _____		9. VOLUME <div style="text-align: center;"> <u>3/4</u> <small>NUMBER</small> </div> <input checked="" type="checkbox"/> FILE DRAWER(S) <input type="checkbox"/> MICROFILM REEL(S) <input type="checkbox"/> COMPUTER TAPE(S) <input type="checkbox"/> OTHER(SPECIFY) _____	
11. FILE IS USED <input type="checkbox"/> DAILY <input checked="" type="checkbox"/> WEEKLY <input type="checkbox"/> MONTHLY		12. FILE BECOMES INACTIVE AFTER <div style="text-align: center;"> <u>5</u> <small>NUMBER</small> </div> <input type="checkbox"/> MONTH(S) <input checked="" type="checkbox"/> YEAR(S)			
13. CURRENT LOCATION(S) (BLDG., FLOOR, ROOM) 610 Taylor Avenue 3rd Floor Annapolis, MD Administrative Office		14. IS RECORD SERIES DUPLICATED ELSEWHERE? (IF YES, SPECIFY AGENCY OR OFFICE) <input type="checkbox"/> YES <input checked="" type="checkbox"/> NO			
15. ACCESS RESTRICTIONS <input type="checkbox"/> YES <input checked="" type="checkbox"/> NO (IF YES, CITE LAW(S) & REGULATION(S))		16. AUDIT REQUIREMENTS <input checked="" type="checkbox"/> NONE <input type="checkbox"/> STATE <input type="checkbox"/> FEDERAL <input type="checkbox"/> INDEPENDENT			
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